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Serving the Local Voluntary and Community Sector

Risk Assessment

A One-Day Workshop

Trainer: Ian Smith

Thursday 16th September 2010

9.45am to 4.30pm

at 43 Bromham Road, Bedford

From £12 per delegate
(includes course hand-outs, buffet lunch, tea/coffee)

Priority bookings will be given to voluntary organisations

Serving the Local Voluntary and Community Sector

Risk Assessment

Who is this course for?

- *Those who wish/need to conduct and write a risk assessment at their place of work*
- *Those who wish to contribute to the risk assessment process*
- *Those who wish to understand the risk assessment process so that they may raise awareness in their place of work*

Aims of the day

- To enable participants to understand the law relating to risk assessment
- To understand the process to follow to write a suitable and sufficient risk assessment which complies with legal requirements
- To take part in an exercise where participants will write a risk assessment thus giving them "hands-on experience"

About the trainer

Ian Smith is a Registered Environmental Health Officer who spent many years working in Local Government enforcing a wide range of Acts and Regulations, including the Health and Safety at Work Act.

In 2005 he set up his own training organisation which is a Registered Training Centre with the Chartered Institute of Environmental Health and the Royal Society for Public Health. He delivers both nationally-certificated and bespoke courses on Health and Safety and Food Hygiene to local businesses and colleges.

Risk Assessment

Programme

09.45 Coffee and registration

10.00 Introduction to the day and each other

During the day we will cover

- Main causes of accidents and ill-health
- Legal requirement for risk assessment
- Principles for risk assessment including:
 - hazards, risks and control measures
 - the five steps of risk assessment
 - the hierarchy of control
 - risk assessment review and record-keeping
- Exercise involving writing and recording an actual risk assessment

4.30 Close

There will be breaks for tea and coffee during the morning and afternoon sessions, and a buffet lunch will be served

The organisers reserve the right to modify the content of the programme